

1/26

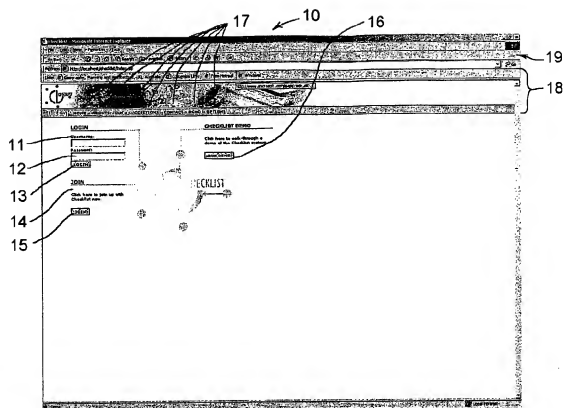


Fig. 1

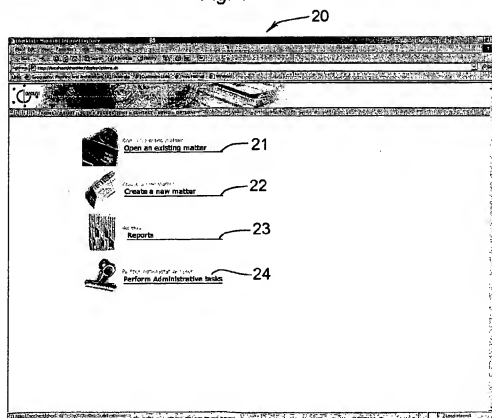


Fig. 2

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30

Please enter in the details of the matter:

Complaint Sub:
Client: [Text Field] 31
Matter Code: [Text Field] 32
Appel: [Text Field] 33
Description: [Text Field] 34
Other Party: [Text Field] 35
Date Opened: [Text Field] 36
Date Completion Due: [Text Field] 37
[Text Field] 38
[Text Field] 39

Fig. 3

30

Please enter in the details of the matter:

Complaint Sub:
Client: [Text Field] 40
Matter Code: [Text Field]
Appel: [Text Field]
Description: [Text Field]
Other Party: [Text Field]
Date Opened: [Text Field]
Date Completion Due: [Text Field]
[Text Field] 41
[Text Field] 42
[Text Field] 43

Fig. 4

3/26

30

51

52

53 typ

54

36, 37

Please enter in the details of the matter:

Client: [dropdown menu]

Matter Code: [dropdown menu]

Name: [text field]

Description: [text field]

Other Party: [text field]

Date Opened: [text field]

Date Completion Due: [text field]

[Buttons: Cancel, OK]

Fig. 5

60

Please enter in the details of the matter:

Client: [dropdown menu]

Matter Code: [dropdown menu]

Name: [text field]

Description: [text field]

Other Party: [text field]

Date Opened: [text field]

Date Completion Due: [text field]

[Buttons: Cancel, OK]

Fig. 6

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-70

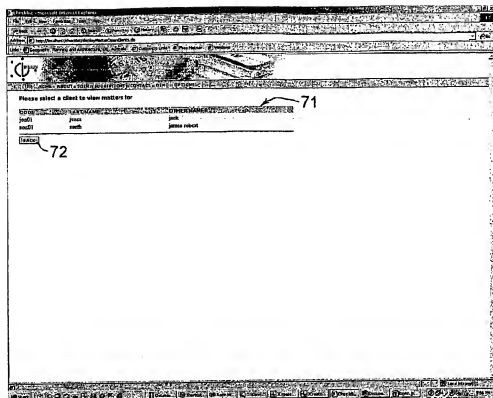


Fig. 7

80

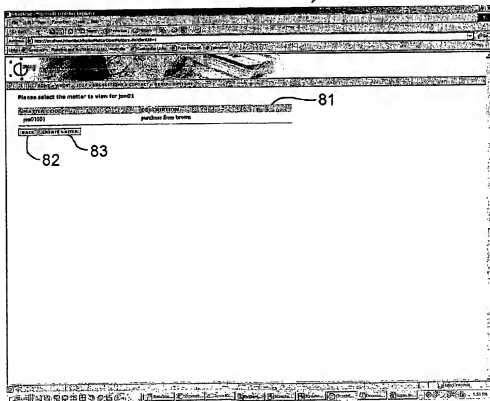


Fig. 8

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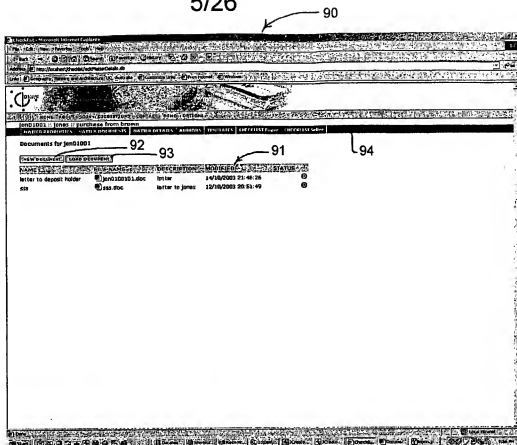


Fig. 9

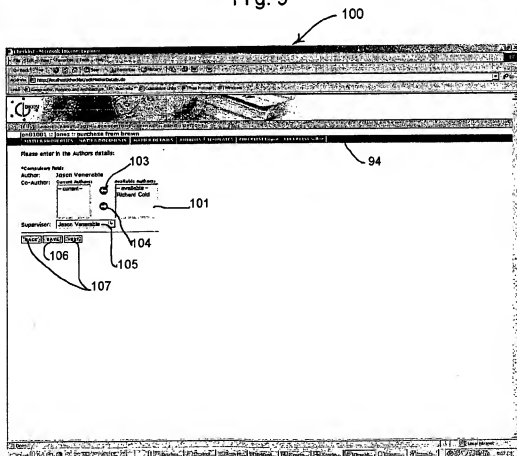


Fig. 10

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110

Please enter in the Authors details:

Compensator Ref: [text box]
 Author: [text box] ☐ available offline ☐ available online
 Co-Author: [text box] ☐ available offline ☐ available online

Supervisor: [text box]
☐ available offline ☐ available online

103 108 101 104 105 106 107 94

Fig. 11

120

CHOOSE YOUR CHECKLIST

Topic: [text box] ☐ select topic ☐ select topic ☐ select topic ☐ select topic ☐ select topic

121 122 123 94

124

Chosen Template for this matter:

Compensator/Depth 30-hour 30-hour
 Compensator/Depth 30-hour 30-hour

125

126

Fig. 12

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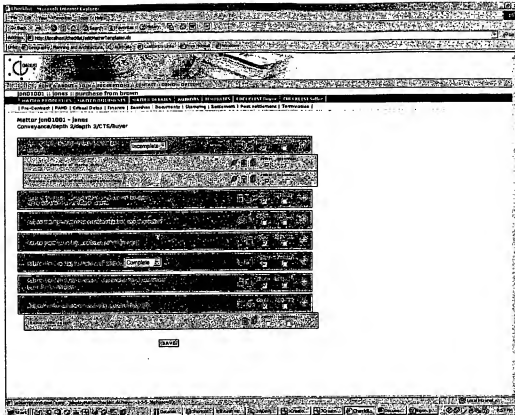


Fig. 13

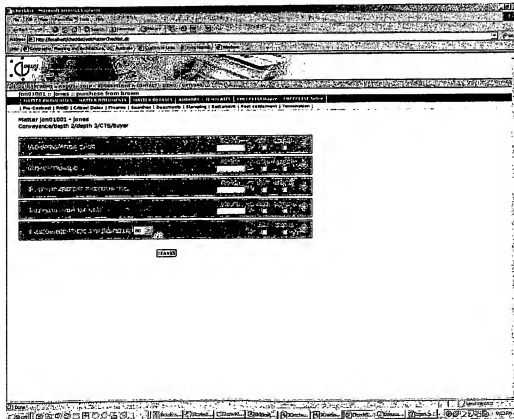


Fig. 14

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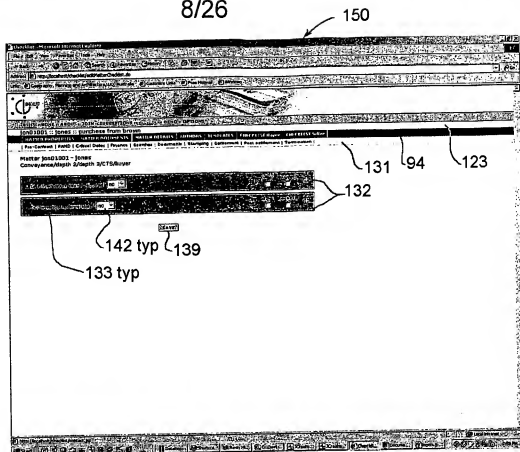


Fig. 15

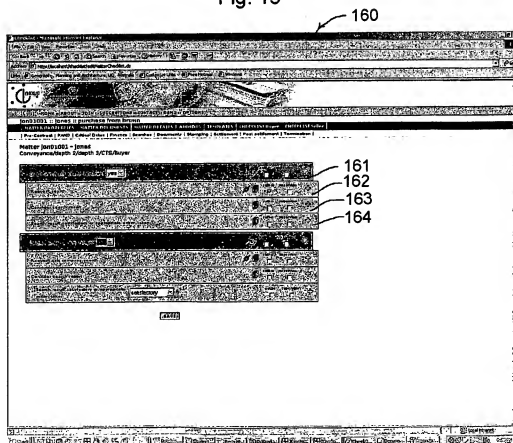


Fig. 16

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170

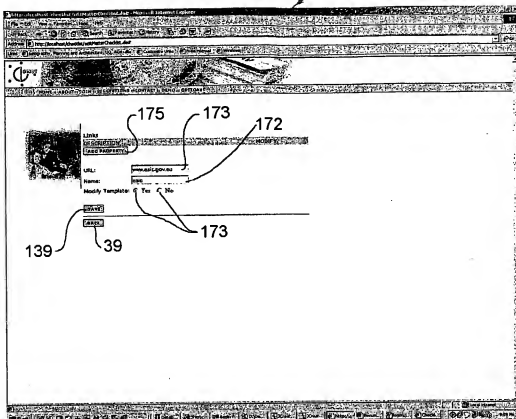


Fig. 17

180

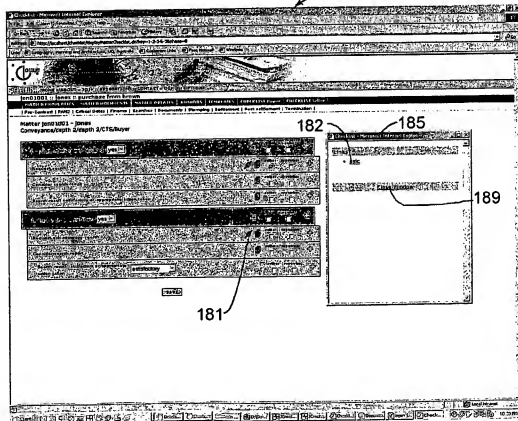


Fig. 18

10/26 190

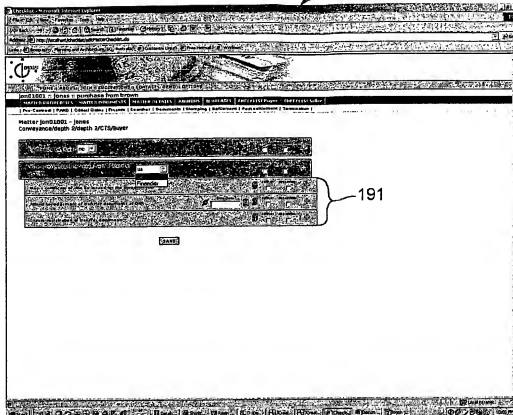


Fig. 19

200

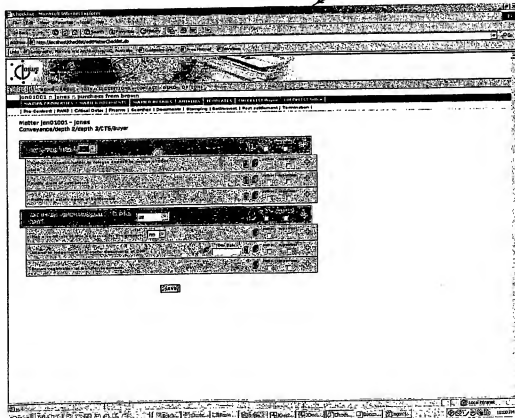


Fig. 20

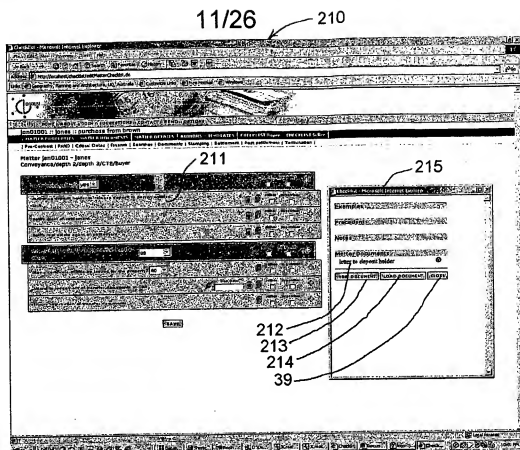


Fig. 21

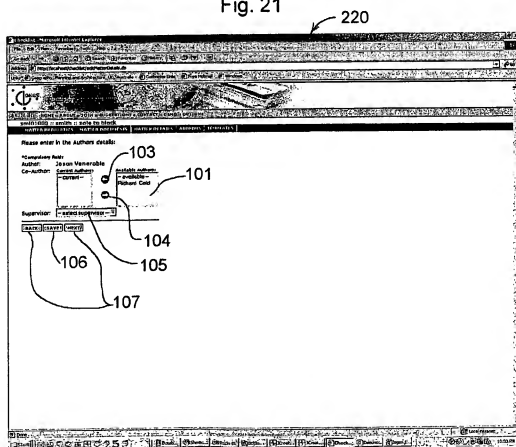


Fig. 22

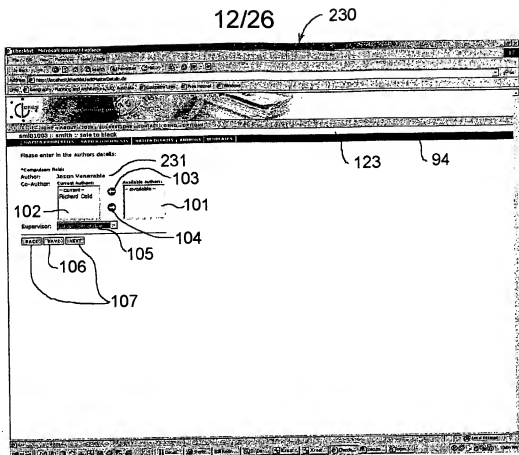


Fig. 23

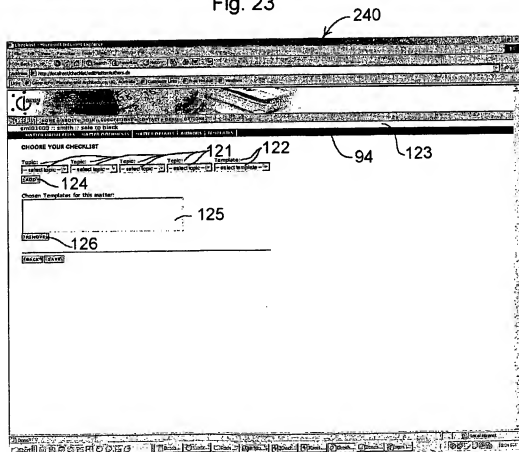


Fig. 24

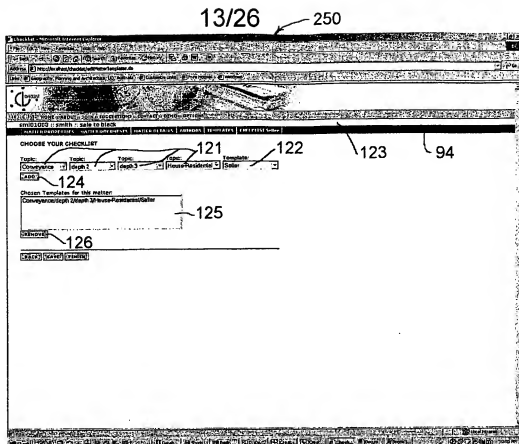


Fig. 25

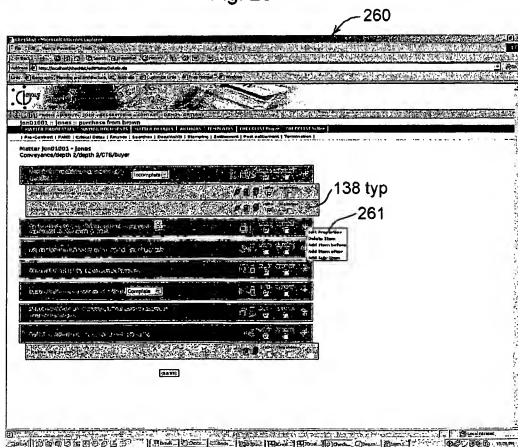


Fig. 26

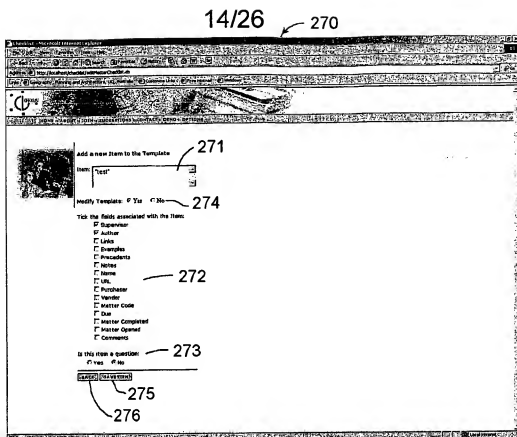


Fig. 27

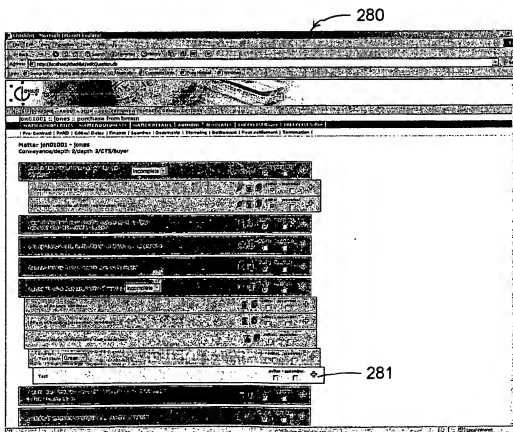


Fig. 28

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290

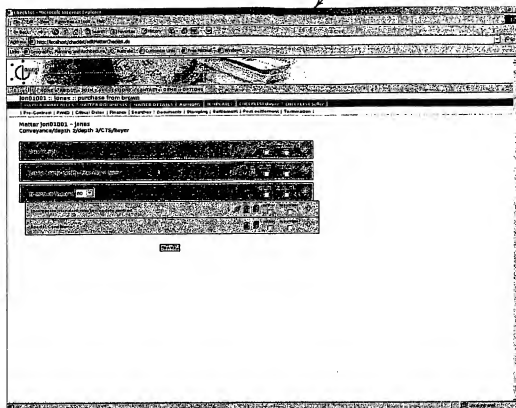


Fig. 29

300

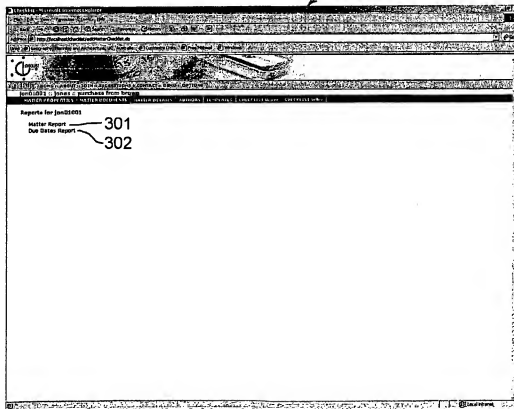


Fig. 30

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311

REPORTS for Jan012003

Matter Report
Due Dates Report

311

ALL INFO [X] [REMOVED]

MATTER REPORT - Jan012003

CHECKLIST - Conveyance/depth 2/depth 3/Phase-Residential/Other

PHASES - Pre-Contract

ITEM	DATE COMPLETED	AUTHOR	SUPERVISOR
Has a title search been done?			

PHASES - Property Agents and Motor Dealers Act

ITEM	DATE COMPLETED	AUTHOR	SUPERVISOR
What fees are required pursuant to the Property Agents and Motor Dealers Act?			

PHASES - Post-Contract

ITEM	DATE COMPLETED	AUTHOR	SUPERVISOR
Has a copy of the contract been signed?			

CHECKLIST - Conveyance/depth 2/depth 3/CTB/Buyer

PHASES - Searches

ITEM	DATE COMPLETED	AUTHOR	SUPERVISOR

Fig. 31

320

321

REPORTS

Matter Report
Due Dates Report

321

ALL INFO [X] [REMOVED]

DUE DATES REPORT - Jan012003

CHECKLIST - Conveyance/depth 2/depth 3/Phase-Residential/Other

PHASES - Pre-Contract

ITEM	DATE DUE	DATE COMPLETED	AUTHOR	SUPERVISOR
Has a title search been done?	2/1/2003			

CHECKLIST - Conveyance/depth 2/depth 3/CTB/Buyer

PHASES - Critical Dates

ITEM	DATE DUE	DATE COMPLETED	AUTHOR	SUPERVISOR
Enter Contract Date to receive Order - settlement date If available, enter building completion date If available, enter Strata date Enter due date for notice to call of other parties				

PHASES - Finance

ITEM	DATE DUE	DATE COMPLETED	AUTHOR	SUPERVISOR
Give notice of approval to Vendor				

PHASES - Post set/segment

ITEM	DATE DUE	DATE COMPLETED	AUTHOR	SUPERVISOR

Fig. 32

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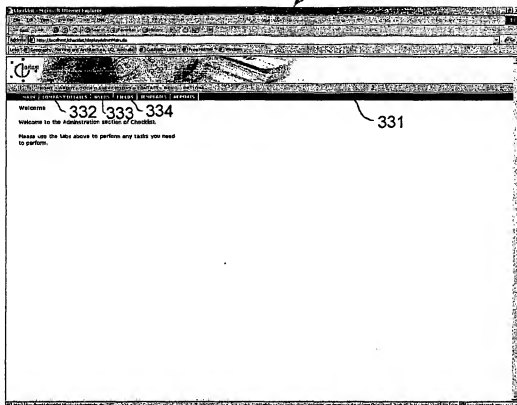


Fig. 33

340

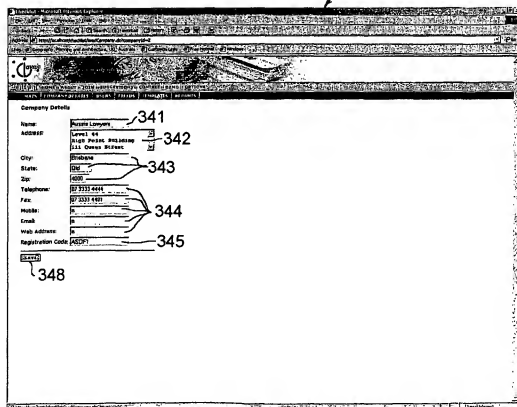


Fig. 34

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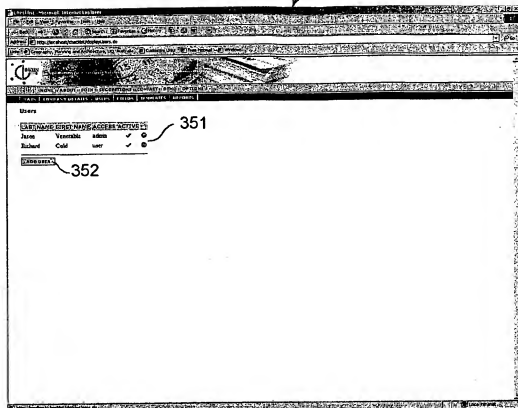


Fig. 35

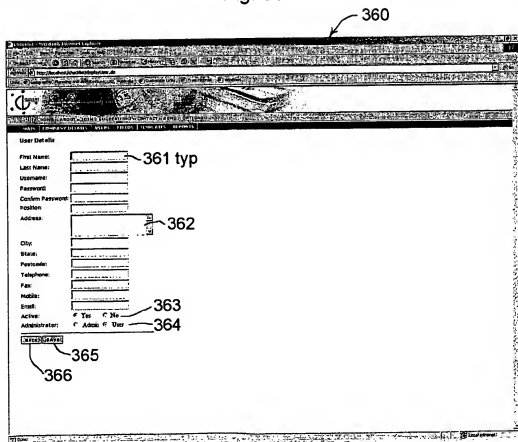


Fig. 36

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Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.mcafee.com/.../mcafee.com/.../mcafee.com/...

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Checklist Properties

Field Name	Value	Required	Editable
Text	Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisor	Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Author	Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Links	Links	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Examples	Template Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presidents	Merge Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notes	Template Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
URL	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchaser	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Code	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Due	Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Completed	Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Opened	Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Comments	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Fig. 37

Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.mcafee.com/.../mcafee.com/.../mcafee.com/...

19/26

Checklist Properties

Field Name	Value	Required	Editable
Text	Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisor	Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Author	Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Links	Links	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Examples	Template Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presidents	Merge Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notes	Template Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
URL	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchaser	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Code	String	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Due	Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Completed	Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Opened	Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Comments	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Provide Field Details

Field Name: 381

Field Type: 382

Active: ☒ Yes ☐ No 383

385

Fig. 38

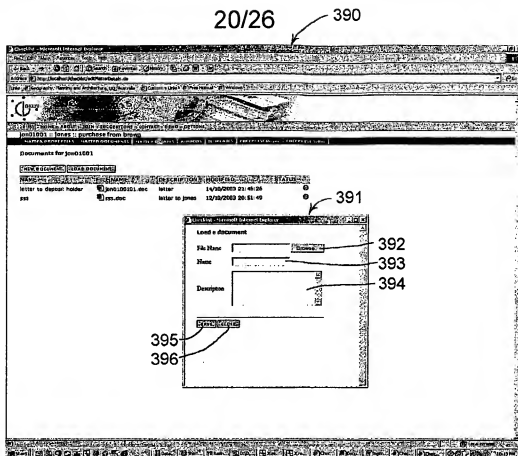


Fig. 39

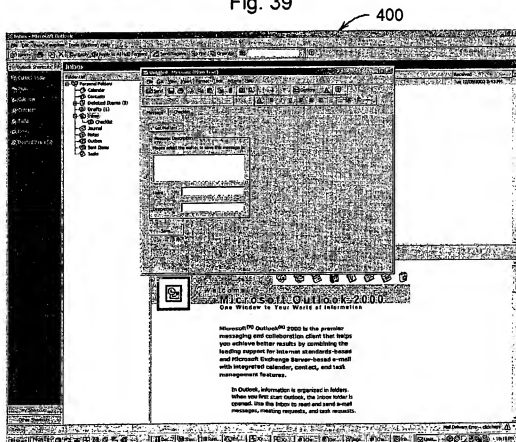
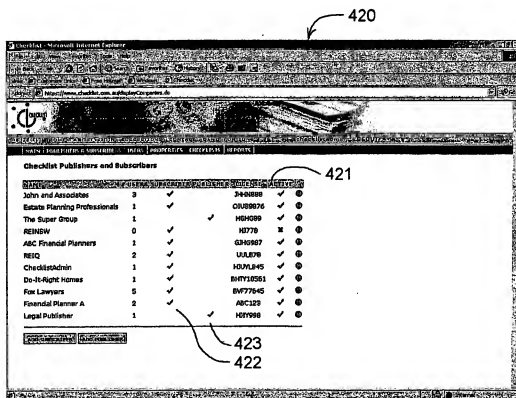
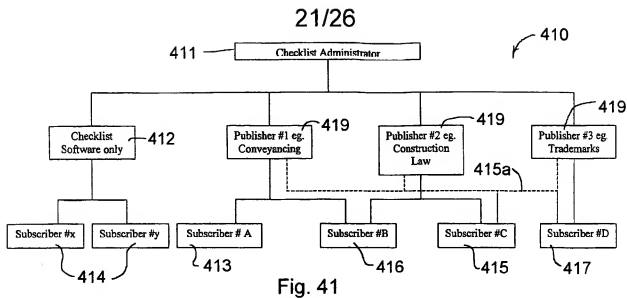


Fig. 40



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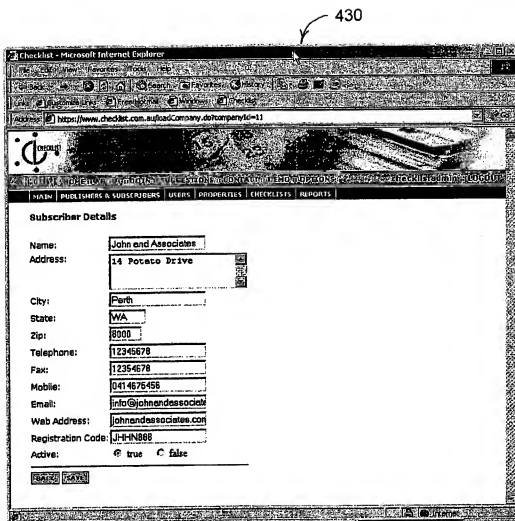


Fig. 43

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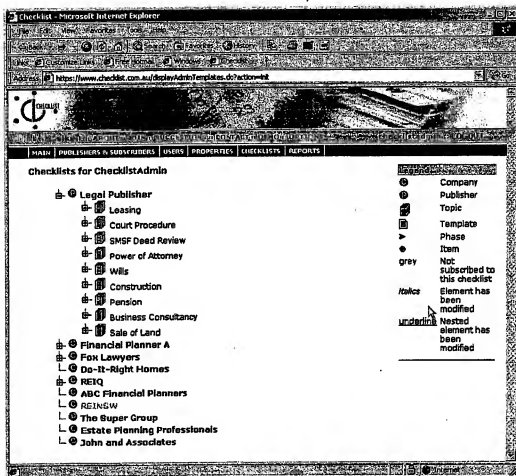
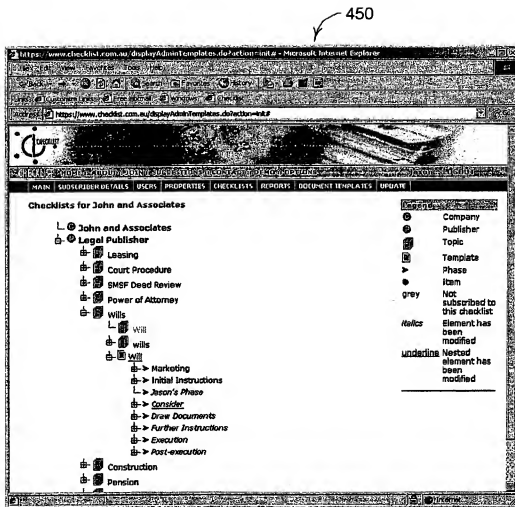


Fig. 44

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- Consider shows that Jason John has changed an item under the consider phase
- Jason's Phase is in italics showing that this phase belongs only to John and Associates.

Fig. 45

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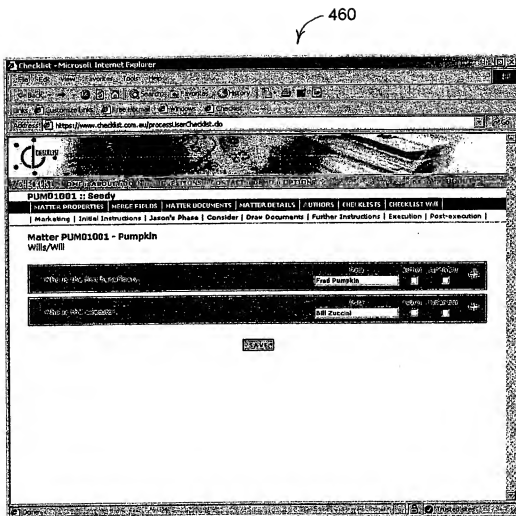


Fig. 46

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PUM01001 - Seedy

Merge Fields

Client Details		
Code	Client.Code	Pum01
LastName	Client.LastName	Seedy
OtherName	Client.OtherNames	Pumpkin
Address	Client.Address	521 Buttermut Drive
City	Client.City	Vegeville
State	Client.State	NSW
Zip	Client.Zip	2000
Country	Client.Country	AU
Phone	Client.Phone	+61 2 9546 6565
Fax	Client.Fax	+61 2 9546 6566
Email	Client.Email	seedy@pumpkins.com

Matter Details		
Code	Matter.Code	PUM01001
Name	Matter.Name	Pumpkin
Description	Matter.Description	
OtherParty	Matter.OtherParty	
Opened	Matter.Opened	20/09/2004
Due	Matter.Due	

Checklist Items

+ Will

Executor	Will.Executor	Bill Zuccini
Beneficiary1	Will.Beneficiary1	Fred Pumpkin

Fig. 47